

A Program Presented by the
Indiana Archives and Records Administration

July 2016

Public Records in Indiana

What is IARA?

- Forms Management
- Records Management
 - State Government
 - Local Government
- Imaging Studio
- Records Center
- State Archives
- OCPR/SHRAB



What is a Government Record?

"Any writing, paper, report, study, map, photograph, card, tape recording, or other material that is created, received, retained, maintained, used or filed by a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, electronically stored data, or any other material, regardless of form or characteristics."



Government Records

- What Does That Include?
 - ☒ Paper
 - ☒ Film and microforms
 - ☒ Website
 - ☒ Email
 - ☒ Data in a database
 - ☒ Born-digital records
 - ☒ Scanned/Digitized images
 - ☒ Audio files
 - ☒ Social Media
 - ☒ Metadata and Indexes

What is Records Retention?

■ How is the length of retention determined?

- Generally, Records Management staff work with an agency to identify:
 - The Administrative and Fiscal value
 - Legal value
 - Public Demand and Interest, and
 - Historical value of the information



■ Paper, Film, Electronic, Stone Tablets

- Retention is based upon content – NOT storage media

County & Local Government Records

- ▶ County /Local General (GEN)
- ▶ Assessing Official (AS)
- ▶ County Auditor (AU)
- ▶ County Clerk Non-Judicial (CL)
- ▶ County Coroner (CO)
- ▶ County Recorder (RE)
- ▶ County Treasurers (TR)
- ▶ Prosecutor (PRO) *
- ▶ Zoning, Planning, Development, Enforcement (LAND) *
- ▶ Public-Private Agreements (PPA) *
- ▶ Public & Charter Schools *
- ▶ Law Enforcement

The local retention schedules are available via: schedules.iara.IN.gov

County/Local General Retention Schedule (GEN)

This Retention Schedule is divided into five (5) categories:

1. Administrative
2. Accounting and Finance
3. Personnel
4. Publications and Reports
5. Audio, Video and General Media

Retention periods for some records are increased in length of time to be retained because current Indiana Code statute of limitations have been applied to all records on this schedule.

Other Local Schedules

- **City/Town/District Retention Schedules**
 - Cities And Towns (CT)
 - Special Districts (SD)
 - Township Trustee (TT)
- **Other Local Retention Schedules**
 - Public Libraries (LIB)
 - Public & Charter Schools (ED)
- **Additional Retention Information**
 - Year-to-Year Destruction Schedule
 - Judicial Records Retention Schedule

Destruction of Records

- It may be illegal to destroy government records if you do not have an approved records retention schedule or permission from your county commission of public records.



Indiana Law:

A public official may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a retention schedule or with the written consent of the commission (on public records). IC 5-15-5-1-1-14

Retention Periods...

- Transitory: can be destroyed immediately.
- Short-term: generally ten years or fewer.
- Long-term: greater than ten years and not permanent.
- Permanent: A long, long time; like forever.



Permanent Records

- In many jurisdictions, you can only destroy permanent paper records if you MICROFILM the original paper records.
- If you digitize **Permanent** records, or they are submitted electronically, they may also be REQUIRED to be converted to microfilm. Indiana's Micrographics & Imaging Lab can assist! (iara.IN.gov/2341.htm)
- Digital records are generally NOT recognized as **Permanent** format to preserve information.

Electronic Records & Preservation

- **Challenges of Digital Technology**
 - Fragile media
 - Technology dependence
 - Technology obsolescence
 - Distributed storage
 - Where is the record copy?
 - Chain of custody
 - Easy to copy, hard to preserve
 - Explosive growth

Indiana Electronic Records Program

- IARA is establishing guidelines for State and local governments to aid in the implementation of effective electronic records management programs



The Indiana Electronic Records Policy provides a framework that illustrates the contents of an effective program by seeking to ensure that governmental units create and manage trustworthy records that demonstrate four core attributes.

E-Records: Four Core Attributes

- Authenticity** – An authentic record is one that can be proven:
 - To be what it purports to be;
 - To have been created or sent by the person purported to have created or sent it; and
 - To have been created or sent at the time purported.
- Integrity** – Refers to the record being complete and unaltered.
- Reliability** – A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.
- Useability** – A useable record is one that can be located, retrieved, presented and interpreted.

State Historic Records Advisory Board (SHRAB) Grants

- The 2016 Hoosier History Assessment and Digitization Grant application period will open August 1 and close on August 19
- A max of \$5,000 will be provided to each grantee as reimbursement for an archival assessment or digitization project
- Grantees will be announced by September 16!
- Visit SHRAB.IN.gov for updates

State-Sponsored Workshops

- IARA and the SHRAB offer a series of records management workshops in Indiana. In the past, these workshops have focused on:
 - Preservation of records
 - Archival Basics
 - Electronic Records
 - Government records



Records Projects

- IARA is working with the Supreme Court, Ancestry.com and Family Search to convert existing Probate Record Microfilm created by Family Search (formerly the Genealogical Society of Utah) into digital images.
- Ancestry.com Birth, Death and Marriage Project has begun digitizing the State Department of Health's vital records. The materials became available online in June of 2016.

IARA Initiatives

- IARA has purchased and is implementing new software to provide access to the collections of the Archives, to allow citizens to identify the holdings in the Archives collections. The site should be available in the Third Quarter of 2016
- New Archives Building

- What is a Retention Schedule?
- Publications
- Laws
- Links
- Records Disaster Prevention and Reporting

Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number ()	E-mail address	
TITLE OF RECORDS DESTROYED	DATE OF RECORDS	RECORD SERIES AUTHORITY	VOLUME (cube feet)

RECORDS MEASUREMENT TABLE			
<ul style="list-style-type: none"> 1. Address (12" x 12" x 12" in size - 1 cubic foot of records) 2. Number of records (12" x 12" x 12" in size - 1 cubic foot of records) 3. Length of time (12" x 12" x 12" in size - 1 cubic foot of records) 4. Number of records (12" x 12" x 12" in size - 1 cubic foot of records) 	<ul style="list-style-type: none"> 1. Length of time (12" x 12" x 12" in size - 1 cubic foot of records) 2. Number of records (12" x 12" x 12" in size - 1 cubic foot of records) 3. Length of time (12" x 12" x 12" in size - 1 cubic foot of records) 4. Number of records (12" x 12" x 12" in size - 1 cubic foot of records) 		
<p>TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE</p> <p>Name of government agency: _____ Date sent, year: _____</p> <p>Address of government agency (number and street, city, state, and ZIP code): _____</p> <p>Name of individual: _____ Telephone number: _____ E-mail address: _____</p> <p>Name of record custodian: _____</p> <p>Requested to destroy: _____ Requested to destroy: _____ Requested to destroy: _____ Requested to destroy: _____</p> <p>To: Secretary of the Department of _____ County: Indiana</p>			
NAME OR DESCRIPTION OF RECORD		VOLUME OF RECORDS (see records measurement table)	DATE OF RECORDS

Sec. 1. (a) A commission is hereby created out of the county of the state which shall be known as the county commission of public records of _____ county.

(b) The county commission shall consist, in each office, of the judge of the circuit court, the president of the board of county commissioners, the county auditor, the clerk of the circuit court, the county recorder, the superintendent of schools of the school district in which the county seat is located and the city controller of the county seat city, and if there is no city controller, then the clerk treasurer of the county seat city or town shall be a member of such commission.

(c) The commission shall elect one (1) of its members to be chairman and the clerk of the circuit court shall be secretary. The members of the county commission shall serve without compensation and shall receive no disbursement for any expense.

(d) The county commission shall meet at least one (1) time in each calendar year.

(Formerly: Act 1939 c. 91, § 1; Act 1955 c. 219, § 1; Act 1960 c. 341, § 1; Act 1972 PL 41, SEC. 1; as amended by PL 50-199, SEC. 3.)

- Court Records
 - Naturalization
- Legislative Records
- Executive Records
 - Military
 - Prisons
 - State Hospitals
 - Vital Records



- **Military**
 - Veteran Graves Registry
 - Militia & Guard Records
 - Veteran's Home
 - Civil War
 - Mexican War
 - WWI Gold Star & Book of Merit
- **Naturalizations**

- State Hospitals
- State Inmates
- Deaf School
- Soldiers and Sailors
Children's Home
- Courts (State & County)
- Additional Materials
 - Negro & Mulatto Registers
 - Dissolved Corporations
 - Indiana Public Lands

Thank You!

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